

Project: Upgrading of Natis and Oshakati and Extension 3 (NHE) Roads to Bitumen Standards (Phase 1)
Contract Ref: W/ONB/OSHTC-01/2024/25
Client: Oshakati Town Council
Consultant: Lithon Project Consultants (Pty) Ltd
Contractor: TBC

Minutes for Project Tender Brief Meeting

Venue: Oshakati Town Council, Infrastructure and Technical Building Boardroom
Date: Monday, 29 July 2024
Time: 11:00

i. CIRCULATION OF MINUTES

ORGANIZATION	FOR ATTENTION	E-MAIL	TEL NUMBER
Oshakati Town Council	Tomas Negongo (TN)	tomas.negongo@oshtc.na	+264 65 229 500
	Anna-Liisa Korea (AK)	akorea@oshtc.na	
	Abed Shishiveni (AS)	abeds@oshtc.na	
Lithon Project Consultants	Cilliers Steyn (CS)	cilliers.steyn@lithon.com	+264 65 226 924
	Israel Haimbili (IH)	israel.haimbili@lithon.com	
Sash Trading & Earthworks CC	Meriam Shepo (MS)	shaanika@sashtrdaing.com/meriam@sashtrading.com	+264 81 128 8666
Ndakalimwe Investment CC	Petrus Sheya (PS)	fillemon@ndakalimwe.com.na	+264 81 147 9556
Pandu Construction CC	Isascar Shitumba (IS)	hangulasilas@74@gmail.com	+264 81 243 9935
Osenale Trading	Alfred Shigwedha (AS)	Osenaletrading.com.na	+264 81 495 9783
Ngeyama Investments CC	Julio Mendonca (JM)	ngeyama@gmail.com	+264 81 150 0520
Radial Truss Industry	Thomas Shigwedha (TS)	info@radialtruss.com.na	+264 81 308 8355

ii. ATTENDANCE

Present

1. Tomas Negongo	2. Abed Shishiveni
3. Anna-Liisa Korea	4. Cilliers Steyn
5. Israel Haimbili	6. Meriam Shepo
7. Petrus Sheya	8. Isascar Shitumba
9. Alfred Shigwedha	10. Julio Mendonca
11. Thomas Shigwedha	12.

Apologies

1.	2.
3.	4.

No	Discussion	Action
1.	WELCOMING AND INTRODUCTION	
1.1	TN from Oshakati Town Council welcomed everyone present at the meeting, and briefly introduced the project. He pointed out the importance of attending tender brief meetings even though they are not compulsory. He further asked everyone that is present to introduce themselves. After the introduction of all present parties, TN handed over to CS and IH from Lithon Project Consultants (LPC), the project managers to take lead on the meeting. IH chaired the meeting.	
1.2	IH , thanked TN and proceeded to further introduce the project and passed on the attendance register for everyone present to sign.	
2.	PROJECT BACKGROUND	
2.1	Scope of Work	
2.1.1	According to the Agenda, IH indicated that the work to be carried out under this contract comprise of the UPGRADING OF NATIS AND OSHAKATI EXTENSION 3 (NHE) ROADS TO BITUMEN STANDARDS IN OSHAKATI (PHASE 1). - W/ONB/OSHTC-01/2024/25	Note
	The major elements comprising this contract are as follows: <ul style="list-style-type: none"> • Establishment of camp on site, setting out of the works and clearing and grubbing. • Relocation of existing services. • Bulk earthworks and Road selected layer works. • Bitumen works and Road Ancillary Works. • Structural works (reinforced concrete). • Construction of stormwater culverts and a drift. • Construction of a Speed Hump. • Construction of earth V-drain. • Testing of materials and workmanship. • Removal of camp establishment and finishing off the site after completion. 	
2.1.2	IH highlighted that the Upgrade is for a 1km road, and the surfacing will be 19mm Cape Seal with 2 layers of Slurry.	Note
2.1.3	IH further indicated that a more comprehensive and detailed scope of work is in the Bid Document, and the bidders should familiarize themselves with it, in order to price accordingly.	Bidders
3.	GENERAL MATTERS	
3.1	Tender Closing: Tuesday, 3 September 2024 at 14:00	Note
3.2	Construction period: 180 Calendar days (6 Months)	Note
4.	DISCUSSIONS AND QUESTIONS	
	Under this item IH gave the opportunity to all present bidders to ask any questions they might have, and to all parties present for discussions on any matter pertaining the project.	Note
4.1	<u>Request for Clarification</u>	
4.1.1	AK stressed on the importance of the deadline for request for clarifications from Bidders, which is Monday, 12 August 2024 as indicated on the cover page of the Bid Document. Request for any clarification done after the deadline will not be considered.	Note
4.2	<u>Essential equipment and plant</u>	
4.2.1	TN gave emphasis on the submission of proof of ownership and registration documents of plant and equipment to be used on the project. This item is under section II, ITB 6.3(c) of the bidding document.	Note

No	Discussion	Action
4.2.2	JM indicated the hardship of getting registration documents of Excavators and Roller compactors.	Note
4.2.3	It was decided by the client and the project managers that the Contractors need to obtain and submit signed declarations from the owners of all plant as proof of ownership of this equipment.	Bidders
4.2.4	TN highlighted that if the equipment is leased, the document to be submitted should clearly indicate the duration and it should be project specific.	Bidders
4.3	<u>CVs and Qualifications of personnel</u>	
4.3.1	TN has emphasized the importance of submitting authentic and accurate CVs for all proposed staff members involved in the project. It is crucial that these CVs accurately reflect the qualifications and experience of the personnel to ensure the project's success. Should there be any changes in personnel during the project, it is mandatory for the Project Manager to be notified in writing.	Bidders
4.4	<u>Completion Certificates</u>	
4.4.1	AK indicated that the completion certificates to be submitted by bidders must be authentic and not forged. These certificates should clearly indicate the following details: <ul style="list-style-type: none"> • A description of the works completed • The value of the works • The duration of the project • The date of completion • The signature of the issuing office 	Bidders
4.4.2	AK further added that the Evaluation Committee reserves the right to investigate any discrepancies or issues with the submitted certificates. Any bidder found to have forged documents may face disqualification and potential blacklisting from future bidding opportunities.	Note
4.4.3	TN mentioned that if the completion certificate provided is not sufficiently descriptive, bidders must request a more detailed reference letter from the issuing client. This reference letter should be signed by the client and should include comprehensive information about the work completed.	Bidders
4.5	<u>Validity period</u>	
4.5.1	The validity period specified in the bid document is 180 days. Bidders are also required to indicate this validity period in the Bid Submission Forms as stipulated in ITB 19.1	Bidders
4.6	<u>Bill of Quantities</u>	
4.6.1	Regarding the Bill of Quantities (BOQs), AK indicated that typed BOQs are not accepted; they must be completed by hand. If there is a mistake, the bidder should correct it manually and sign next to the correction.	Bidders
4.6.2	Additionally, during arithmetic checks, if errors are found, the bidder will be contacted to address and admit the errors. The bidder is expected to respond to such queries promptly.	Bidders
4.7	<u>Founding Statements</u>	
4.7.1	AK stressed that the founding statement to be submitted must include the full document, not the cover page alone.	Bidders
4.8	<u>Financial statement and Minimum number of works</u>	
4.8.1	JM asked about ITB 6.2c, with regards to the completion certificates for all listed projects undertaken from 2018 only.	Note
4.8.2	CS explained that completion certificates should ideally be from the year 2018 to the present, this ensures that the bidder has recent experience to carry out the work.	Bidders

No	Discussion	Action
4.8.3	CS further went on to read out and explain ITB 6.3(b), which is with regards to the minimum number of works. He highlighted that the completion certificates do not need to have all the works required in one, submitting separate completion certificates for different similar works done is allowed.	
4.9	<u>Filing of Bid Submission</u>	
4.9.1	TN advised the contractors to organize and file documents for submission properly. If possible, for them to use well labeled color-coded dividers that they can get from Waltons. This practice facilitates easier retrieval of documents by the evaluation team. He recommended that bidders use a table of contents to clearly indicate the items submitted.	Bidders
4.10	<u>Bid Submission</u>	
4.10.1	AK pointed out that, in the bid document, there is a loose page intended to be used as a cover for the envelope. This page should be placed on top of the envelope with the completed information.	Bidders
4.10.2	AK also indicated that before depositing their bid submission into the bid box on the day of submission, bidders must first register themselves at the PMU.	Bidders
4.11	<u>Mode of communication</u>	
4.11.1	AK indicated that the mode of communication should always be via email, and bidders must refrain from calling the PMU. Emails are preferred as they are more effective for record-keeping and provide a clear, documented trail of communication.	Bidders
4.11.2	TN stressed that Bidders should not call individual council members, rather communicate to PMU via email as agreed.	Bidders
5.	NOTICE TO BIDDERS	
5.1	<u>Submission of Bids</u>	
5.1.1	The bidding document under Section II ITB 22.1 stipulates that, "In addition to the original Bid + A copy Bid, - (a completed Electronic MS EXCEL Bill of Quantities): <u>shall be submitted in a USB, to be placed inside the submission envelope.</u> " - <i>Bidders are only required to submit the original bid. <u>Submissions of copies and USBs containing the Bill of Quantities should NOT be submitted.</u></i>	Note
5.1.2	TN advised for bidders to have a copy of the Bid document for themselves.	Bidders
6.	CLOSING	
6.1	The meeting was adjourned at 12:20. And the team proceeded to the site.	
7	SITE VISIT	
7.1	The team proceeded to the site for familiarisation.	

Approval of minutes:	
_____	_____
for Lithon Project Consultants	Date
_____	_____
for Oshakati Town Council	Date